

**Job Description for the Post of  
External Cost & Management Accountant (FN09/3)**

1. **General Details**

Job Title:	External Cost & Management Accountant
Location:	Financial Services
Normal workbase:	Stafford campus
Tenure:	Permanent
Salary:	Grade 7 currently £30,747 - £35,646 per annum

2. **Job Purpose**

- § To provide support to a designated portfolio of Faculty and service departments on a broad range of financial matters with emphasis on the External Activities of the university
- § To ensure correct accounting of external activity and provide performance reports highlighting issues and concerns around performance
- § To ensure the departments adhere to financial procedures to ensure protection of the university assets

3. **Relationships**

Responsible to: The Deputy Finance Director via the Head of Management Accounts

4. **Main Activities**

**External Projects**

- Provision of qualitative financial and budgetary information including written reports each month on the University's external activity
- Ensure monthly reports are meeting the needs of external projects
- Provision of broad ranging financial information to the Faculty and Service management teams on external projects
- Develop and maintain reports analysing external financial performance across departments, highlighting issues and concerns against target
- Ensure external commentaries by department highlight the areas of risk and opportunity appropriately
- Assessment of the viability of externally funded projects including forecasts as necessary
- To minimise the risks to the University by monitoring submission of claims to external funders to ensure that extracted information is audit compliant and contracted timescales are adhered to
- To be strongly involved in supporting the finance team and departments in the business planning cycle paying particular attention to ensuring correct accurate budgeting
- To constantly strive to improve knowledge on the principles and accounting of all the external portfolios
- To constantly strive to help improve the efficiency and effectiveness of yourself and your team
- Liaison with the Cost Accountant on the calculation of overhead recovery rates
- Liaise with the Finance Assistant on any tax implications contained within external contracts

- To adhere to the policies set out by the finance department and procedures set by Head of management accounts
- Any other appropriate duties as determined by the Head of Management Accounts

**Transparent Approach to Costing (Research and Teaching)**

- Jointly responsible with the cost Accountant for the TRAC submission - to ensure TRAC is collated correctly and submitted on time

**Higher Education Business Community Interaction Survey (HE-BCI)**

- To support the costing technician in the production of the annual HE-BCI return to HESA including the collation of data from various University Departments and Financial tables

**Activity Based Costing Model**

- Help support the cost Accountant with the data capture and collation for completion of the Activity Based costing model. This includes staffing HESA code updates on Budget and Salary Control documents

5. **Person Sought**

<b>QUALIFICATIONS</b>	<b>Essential</b>	<b>Desirable</b>
Qualified or Part-Qualified member of a CCAB professional body (preferably CIMA) as an indicative professional qualification	<b>P</b>	
Demonstrable evidence of continuing professional development	<b>P</b>	
<b>KNOWLEDGE BASE</b>		
Working appreciation of current and emerging financial related agendas and strategies		<b>P</b>
An understanding of public funding methodologies, legislative and audit requirements		<b>P</b>
<b>EXPERIENCE</b>		
Demonstrable evidence of experience in a broad-based operational management accounting role, including advising non financial managers on accounting rules.	<b>P</b>	
Demonstrable experience in working in a cohesive team based environment	<b>P</b>	
<b>SKILLS &amp; ABILITIES</b>		
The ability to assimilate, analyse and project outcomes in relation to internal and external operational finance issues.	<b>P</b>	
The ability to critically and objectively analyse complex issues, events, and circumstances, and the accompanying ability to identify the key issues	<b>P</b>	
The ability to produce written reports and presentations, often to senior management teams, and often involving the analysis of complex issues, the assessment of the available options, and the reasoned recommendation of action	<b>P</b>	
The ability to advise decision makers in an appropriately considered and timely manner, and frequently involving the use of carefully assessed judgement	<b>P</b>	
Good interpersonal skills	<b>P</b>	
Well-organised approach to own work	<b>P</b>	
The ability to work to deadlines which may fall outside your control	<b>P</b>	
The ability to assess priorities, and to organise and plan operational work accordingly	<b>P</b>	
Computer literate in the use of Accounting Software	<b>P</b>	
Computer literate in Microsoft Office software including Word, Excel, Powerpoint	<b>P</b>	
Computer literate in e-mail and internet navigation and usage	<b>P</b>	

<b>WORKING RELATIONSHIPS</b>	
An inclusive style, including the appreciation and support of team-based and collaborative working both within Financial Services and the University, also externally	<b>P</b>
High levels of personal and professional integrity	<b>P</b>
A drive to improve the effectiveness, efficiency and quality of professional service provision	<b>P</b>
A positive outlook	<b>P</b>
A solution-based outlook, including ideas creation and adaptability to reflect the University's changing environment	<b>P</b>
<b>OTHER</b>	
Full driving licence and use of own motor vehicle.	<b>P</b>
Commitment to the University's mission and delivery of the University Plan	<b>P</b>
A willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University	<b>P</b>

## 6. Special Conditions

This is a permanent, full time post.

The University operates a Job Share Scheme. Applications from anyone interested in working part-time on a job share basis will be considered.

### Date Job Description Revised

April 2010

### Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

### Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

### Applying for this post

Should you now decide to submit an application for this position you are asked to kindly complete and return an application form. This is available either in electronic format (downloadable from our website) or as a hard copy.

**Please note that CVs will only be accepted in support of a fully completed application form.**

Completed application forms and any accompanying information should be returned via e-mail to [jobs@staffs.ac.uk](mailto:jobs@staffs.ac.uk) or posted to Personnel Services, Staffordshire University, PO Box 662, College Road, Stoke-on-Trent, ST4 2XP.

If you wish to deliver the form by hand Personnel Services is located on the ground floor of the Cadman Building, College Road, Stoke-on-Trent. Office opening hours are 9.00am – 5.00pm Monday to Thursday, and 9.00am - 4.30pm on Friday.

**PLEASE NOTE THAT THE CLOSING DATE FOR COMPLETED APPLICATIONS IS 12 MAY 2010**

Interviews for this post will be held on Wednesday 9 June 2010.

### **Procedure following Receipt of Applications**

Applicants are asked to provide us with an e-mail address where possible, as this is our preferred method of communication. All correspondence relating to this job application will be marked 'Private and Confidential'.

Where an e-mail address is provided, we will send applicants an acknowledgement of the application form as soon as possible following receipt; employees of Staffordshire University should note that this will be the internal e-mail address.

All applicants are asked to note that unless otherwise indicated, interviews will normally be held within one month of the closing date. Short listed candidates will be contacted to attend for interview as appropriate. Candidates who are not shortlisted for interview will be informed via e-mail. In the absence of an e-mail address, we regret that in the interest of economy we are unable to write to applicants. If you have not received an invitation for interview or any further communication within two months of the closing date specified, you are asked to assume your application is unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

**If you require a copy of the vacancy information in large print please contact us**

## Appointment to the University

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

## Medical Clearance

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

## Eligibility to Live and Work in the UK

In line with the Immigration, Asylum and Nationality Act 2006, documentation is required to confirm that employees are eligible to live and work in the UK. Any offer of employment is subject to this documentation being provided.

## CRB Clearance

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

## Qualifications

New employees will be required to produce evidence of qualifications which are deemed essential for the post, as set out in the job description.

## Pension Contributions

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

## Payment of Salary

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank or building society account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

## Annual Leave

Individuals are entitled to the following leave entitlements based on the grade of the post: -

Grade	Number of Days Worked per Week*		
	4	5	6
One	24	29	35
Two	24	29	35
Three	24	29	35
Four	26	32	41
Five	26	32	41
Six	26	32	41
Seven	30	37	45
Eight	30	37	45
Nine	30	37	45
Ten	30	37	45
Eleven	30	37	45
Twelve	30	37	45
Thirteen	30	37	45
Fourteen	30	37	45

\* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

Good Friday  
Easter Monday  
May Day  
Spring Bank Holiday Monday  
Late Summer Bank Holiday Monday  
Christmas Day to New Year's Day (inclusive)

## Sickness Pay

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

## Trade Union Membership

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.